

SPECIAL COLLECTIONS

1941-1942

Special Collections  
Annual Report  
1941-1942

The Department of Special Collections has had a busy and interesting year. There have been a number of significant and valuable acquisitions - significant as an indication of the type of material which is given special care, and valuable not only monetarily but also as sources for graduate and faculty research work. In fact, the department has suffered slightly from growing pains on occasions. It is hoped that valuable space which is available is not being filled too rapidly. The policy has been continued to look out for books in the library which should receive closer supervision than they receive in the general stacks. The chief check on this material comes through the cooperation of the Loan Desk and the Binding Department with the help of the Reference Department. Each week a number of books which have come to the attention of these departments are set aside and from among them a few are usually considered for transfer to Special Collections. Through the help of the Acquisition Department and the Catalog Department a number of other items are called to our attention from the general acquisitions and set aside from the regular routine. The interest and watchfulness of these departments in the development of special collections in The Libraries will in time make a great deal of difference in the usefulness and care of many of our valuable books. Aside from the general acquisitions to the collections, a number of special collections have been added during the year. Following are some of the important additions to the department (many of which have been described in more detail or on the special report forms, R11).

ACQUISITIONS

In November, through Mr. Herman F. Reissig, Executive Secretary of the SPANISH REFUGEE RELIEF CAMPAIGN, we were offered the office files of a number of the Spanish War aid and relief associations. These records cover the period of 1935 through 1940. They contain official reports, office correspondence, letters from people in America and in Europe, pamphlets, broadsides, and other literature which was distributed here in America. This material came up in vertical files and boxes. Most of it is stored in Room 301, Low Memorial Library. It will need to be sorted over carefully by someone with an interest in and acquaintance with the field. Undoubtedly, much of it may be thrown away but such a decision should be made by someone who knows the subject and would not be prejudiced. Its value will be much greater in ten to twenty years from now than it appears to be today. The records include those from the Medical Bureau to Aid Spanish Democracy, North American Committee to Aid Spanish Democracy, the Medical Bureau and North American Committee to Aid Spanish Democracy along with those of the Spanish Refugee Relief Association. Earlier some of the documents and literature of the Spanish Information Bureau were gathered and stored in a cubical in South Hall. We have not been able to get anyone to sort through these and move them to the Low Memorial Library to be put with this other material where it logically belongs. I believe the material will be of interest in time to students and scholars here at Columbia. If the right person can be found to go through the files, I am sure a great deal of the routine office records could be eliminated from the collection right now but, as long as we have space, it can remain as it is.

The most notable gifts during the year have come from MR. FREDERICK COYKENDALL. He has presented outstanding collections of the first editions of Laurence Binyon, John Drinkwater, William Butler Yeats and the Cuala Press, as well as a number of the first editions of Irish poetry. This material will give us a beginning of a good collection of the poetry of the Irish Renaissance. Mr. Coykendall during the year has deposited a large number of other collections which are to be added to The Libraries from year to year.

Miss Mary Louisa Sutliff has presented her collection on the IRISH RENAISSANCE to The Libraries. Much of this material is already duplicated by Mr. Coykendall but in most cases duplicates will be welcome and useful. She gathered prose as well as poetry and so added many works which have not yet been included in the material sent to us by Mr. Coykendall. About half of the collection were first editions of authors which we felt were valuable enough to be included in Special Collections. The most important were the works of William Butler Yeats and of "AE". From the latter, there were a number of original manuscript letters as well which adds to the interest of the collection. There is a large group of letters by Elizabeth C. Yeats. This material presented by Miss Sutliff will complement the material in the Coykendall Collection and will add to the strength of the material on Irish Renaissance in the General Stacks.

During the year, Miss Mildred Conway Sawyer has presented us with a number of gifts in addition to the original books and manuscripts from the library of her grandfather, MONCURE DANIEL CONWAY. Many of these books and manuscripts were added directly to the Moncure Danial

Conway Collection. Other material of general interest since the time of her grandfather was sent over for use in the General Library.

This spring, Mr. Epstein had Mr. John Tennant compile a catalog of the material added to the EPSTEIN COLLECTION between May 1938 and December 1941 with addenda for 1942. This is alphabetically arranged by author with a short title entry. There are 773 items recorded. In many ways this list shows how comprehensive the collection is. It includes the early scientific studies which led up to Daguerre's announcement of his process for making daguerreotypes in 1839. There are a number of publications issued in 1839 and shortly after as well as many published throughout the 19th century. There are also a few modern publications. From a library point of view, the catalog itself has many drawbacks but these books and periodicals are very fine additions to the field covered by the Epstein Collection. Mr. Epstein's interest in developing this collection continues. The field of photography itself now has quite a number of other enthusiastic collectors and so the Epstein Collection is becoming more and more valuable. Mr. Epstein has given us 50 copies of the catalogue of accessions during the past four years for distribution.

Mr. Edwin Patrick Kilroe has presented to The Libraries his collection of TAMMANYANA which he has been gathering since his undergraduate days in Columbia. The collection includes books, pamphlets, manuscripts, collections of campaign literature, clippings, posters, portraits, and other items of interest with regard to the development of the Tammany Societies in America. Although the interest of

the collection centers around the Tammany Society here in New York City, he has gathered a great deal of material relating to other Tammany organizations. The earliest of these Tammany Societies began in 1771 in Philadelphia. It was not until 1786 that the Tammany Society was established in New York City. When original documents could not be obtained, photostats were made whenever possible. The material gathered for the collection shows the history of the development of the Tammany Society here in New York. The collection includes the material favorable to the Society as well as the literature which was unfavorable. Mr. Kilroe's interest also led him to gather a great deal of political literature in general which tends to give the collection value as a source for the political history of New York. About three-fourths of the collection has been moved to Columbia and is in Room 301, Low Memorial Library. The remaining part of the collection is in his apartment and can be moved this fall if we wish. If possible, we hope to arrange an exhibition of the collection this fall. Mr. Kilroe himself is very interested in a bibliography of the collection which I think he would like to have published. He has had plans for such a work for a number of years.

→ The OFFICERS' REFERENCE LIBRARY has been deposited in the department of Special Collections for the duration of the war. The books and two of the tables were stored in Room 301. The books may be obtained by call slips as the stacks in Room 301 are not open to readers. One rug was put down in Room 205 and the remainder of the furniture and the other rug was put in Room 102 where it makes an attractive lounge which really, however, has no special use at the

present time except for an occasional meeting of the Social Committee, or to work on and lay out an exhibition.

Professor Emery E. Neff presented three interesting John Stuart Mill letters to The Libraries for which an Rll was filed on October 2, 1941.

The ISIDORE WITMARK COLLECTION was added to Special Collections. A printed catalog was issued for this collection. An exhibition was held of as many items as possible in the main Exhibition Room. At present, there is one case of the material from this collection on exhibition in Room 205 in order to fulfill the agreement that some part of it will be permanently on exhibition.

From the SELIGMAN ESTATE, we have acquired approximately 6,500 items purchased by Dr. Seligman between 1929 and his death in 1940. This collection is a valuable addition to the main collection which was purchased in 1929. A special bookplate has been made for these additional books with the date, 1942, on it. These books will be book-plated as soon as possible. A special Rll report was made in March 1942 on this collection.

An interesting collection of four autograph letters from Daniel Webster was presented to The Libraries by Dean Willard Rappleye. A separate Rll report was made for these on January 15, 1942.

The FULITZER PRIZE material has been transferred from South Hall to Special Collections in the Low Memorial Library. This material has been shelved in Room 103, Low Memorial Library. The copies for which awards were granted this year have already been received and will be added to the collection. An exhibition was made from a

selection of the awards in Journalism for the Columbia Scholastic Press Association. This Association was very pleased to have this special exhibition in the Rotunda during the visit of their members and some exhibition of this sort will probably be an annual request.

A set of the cards reproduced by Harvard of the Short Title Catalog in the Huntington Library has been acquired. These cards are arranged chronologically and will be of considerable value in work with these imprints.

The KENT COLLECTION has been surveyed carefully for material which should come to Special Collections. A great many early American imprints were found, as well as a number of first editions of special publications issued during the 19th century which are of value. There were also a number of interesting illustrated books which were recommended for the Book Arts Collection.

#### THE BRONSON HOWARD COLLECTION FOR AMERICAN DRAMATISTS

The Society of American Dramatists and Composers and the Trustees of Columbia University have agreed to transfer the collection of Bronson Howard to The Libraries of Columbia University. Bronson Howard bequeathed his library to the American Dramatists' Club to be held by them as long as they existed or wished to hold the collection. He then wished the collection to go to Columbia University. The Society of American Dramatists and Composers having become the legal heirs of the American Dramatists' Club have fulfilled the wish of Bronson Howard to have his collection presented to The Libraries of Columbia University. The collection will be kept as a separate unit and known as "The

Bronson Howard Collection for American Dramatists". The funds left by his widow, Alice Maude Howard, for the maintenance of the collection will be used to add to the collection and to care for it.

Bronson Howard was a close friend of Brander Matthews who was on the faculty of Columbia University. Brander Matthews was building up a library and a museum for the University and Bronson Howard at the same time was making his plans for a library which would be complementary to that being formed in the University. In 1904 a few years before Bronson Howard's death, he wrote to Brander Matthews, "I should think it might be quite possible that the American Dramatists' Club would be glad to have its little white elephant stabled with your collection at Columbia, if you find that you can give it a stall & the members access. We may as well keep this possibility in view on both sides; perhaps, it would save you some bother about collecting a full set of plays & the club some worrying about the housing of its inconvenient property."

At the beginning the collection numbered about 400 volumes. These were editions of plays and books concerning dramatic literature. Since then, the collection has been added to until it numbers now nearly 1500 volumes. These are chiefly editions of plays published during the latter half of the 19th century and the early part of the 20th. They are chiefly in English and include many translations of plays from the French and German. Some of these volumes contain interesting marginal notes by Bronson Howard or by other members of the Dramatists' Club. There are a number of sets in the collection such as Lacy's Acting Editions which run to over 100 volumes. These

sets have been analyzed in a card index which has been made for the entire collection. They will add substantially to the plays gathered by Brander Matthews and others added to The Libraries since his death. The collection will be housed in the Low Memorial Library as a separate collection.

#### EXHIBITIONS

Exhibition work has been one of the chief activities of the staff of Special Collections. Lists have been issued monthly, except for the summer, noting the outstanding exhibitions on the campus. Exhibitions have been arranged for events and meetings here at Columbia whenever possible. Exhibitions of special gifts to The Libraries such as the Witmark and the Coykendall have also been arranged. One of the important exhibitions early in the year was the one on government documents of nations at war. This material was gathered and labeled chiefly by Mrs. Cabeen. Exhibitions showing the resources and the interests of the Columbia University Libraries' collections in general were also part of the program. We had hoped that we could issue small mimeographed catalogs (such as issued for the Brook Farm Exhibition) in connection with some of these exhibitions this year but only one has been issued so far.

#### BOOK BINDING

During the year, we have persuaded our commercial bookbinder with some degree of success to hand sew through the fold some of our early printed books and other special items. Not only has he hand sewn through the fold but he has added an extra end leaf which gives added protection to the first and last section of the book and saves

the necessity of pasting the first and last leaves of the book itself directly to the end paper. There are improvements still to be made but I believe it is possible for a commercial binder to do this special kind of work satisfactorily and profitably both for ourselves and for himself. As well as bookbinding which may be sent out to a commercial binder, we have a great need in Special Collections for protective cases of various kinds. The Binding Department has been making a type of tie-in-boards with a cloth spine and paper sides which appears to be satisfactory. Taking care of this material in this way will really be an improvement over the old method of commercial binding for many of our little used rare books and this method is a great deal more economical. We have missed the repair time which Miss Von Dobeneck used to give for the care of material in Special Collections. For a department such as Special Collections, someone who can do good repair work is invaluable. I should prefer to see more and more of the work for Special Collections done in the library itself rather than sent out. Good repair work cannot in general be done satisfactorily outside and I believe the cases, tie-in-boards, and other protective types of coverings for our collections can be done more economically and satisfactorily by a staff within the library.

#### CATALOGING

During the past year, there has been a considerable increase in the cataloging for Special Collections. Not including the figures on the Seligman cataloging, the figures for last year and this year are as follows:

|      | <u>No. of titles for which<br/>cards have been received</u> | <u>No. of titles<br/>waiting for cards</u> | <u>Total</u> |
|------|-------------------------------------------------------------|--------------------------------------------|--------------|
| 1941 | 897                                                         | 507                                        | 1404         |
| 1942 | 1945                                                        | 384                                        | 2329         |

Mr. Rowes and Miss Parr have been spending a great deal of their time checking cards and getting them filed in our catalog. I think the work is being done satisfactorily but I do not believe it is being done with regard to a central policy which is being followed in South Hall in the building up of their catalog. I feel especially aware of a great deal of inefficiency with regard to our work of taking care of these catalog cards when they come over. There are a great many ways in which we can help in the cataloging and we are especially interested in the classification of the material which is to go into Book Arts and also in knowing what kind of material is going into the Vault Room so that its storage problems can be settled actually before the books are classified. Most material which goes into the Vault Room classifies very easily but there are a number of problems with regard to Special Collections which make it desirable for us to see as much as possible of the material before it is actually classified.

Mrs. Wright spends most of her time on cataloging the Seligman Collection. She does help out at times on the control of the Reading Room and she also takes care of a number of reference problems which come up with respect to the Seligman Collection. This does not make her work especially efficient from a cataloging point of view and she often feels that the other work which she is asked to do in Special Collections is taking away from the time which she should have for

cataloging. During the past year, 394 volumes have been cataloged in the Seligman Collection. The actual number of titles cataloged would be somewhat higher but a count was kept only of the number of physical volumes. There are now altogether 900 titles cataloged not counting 370 serials for which preliminary cataloging has been done so that these could be included in the Union List of Serials. Mimeographed cards have been made and received for 57 titles only so far. The policy with regard to the classification of material in the Seligman Collection has been settled only up to 1800. There are quite a number of more modern items which really should get into the catalog. It is difficult to have these cataloged without a policy with regard to their classification. As far as I can determine by questioning and observance a date classification straight through should be satisfactory for this material. Could not this more modern material be done by the regular Catalog Department and LC cards used whenever possible? Could not the year 1800 be set as the approximate date beyond which the Seligman Collection would not catalog material, except for special items such as the volume printed by the Overbrook Press In Memoriam to Dr. Seligman? It should be possible, through the regular routine of cataloging in South Hall, to take care of most of the 19th century material in the Seligman Collection. There are quite a number of items in the Seligman Collection which are important and which are not available for the students of the University because they are not cataloged. The question of transfer of material which logically fits into the collection also comes up when we have no established classification.

It does not appear to me that the problem of cataloging the

Seligman Collection is really much more special nor important than the cataloging which is being done for many of our other collections. I feel that it would be very desirable to have some one person who understood the cataloging problems in Special Collections actually working in the Cataloging Department supervising the whole series of processes whereby cards are made for us in the Catalog Department and filed in the catalog in Special Collections, not only for Seligman but for books in the Coykendall Collection, the general "E" Room and even for manuscript material. Mrs. Bright should be capable of doing this work and I believe as much Seligman cataloging could be accomplished as she does now, as well as supervising our other cataloging work, if her whole attention could be given to it. She really is very devoted to cataloging the Seligman Collection and doing it very well. But I do hope it might be possible to consider during the coming year some of the problems of unifying our cataloging in Special Collections and getting some of the routine worked out more smoothly. It is one of the problems which would be worth care and consideration this coming year.

STATISTICS

|           | <u>Total</u><br><u>Use in Building</u> | <u>Total</u><br><u>Circulation</u> | <u>Total</u><br><u>Books Borrowed</u> | <u>Total</u><br><u>No. of Books</u><br><u>Borrowed</u><br><u>Intramural</u> | <u>Total</u><br><u>No.</u><br><u>Registered</u><br><u>Readers</u> |
|-----------|----------------------------------------|------------------------------------|---------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------|
|           | <u>I, 1, C</u>                         | <u>I, 2, C</u>                     | <u>II, 2</u>                          | <u>IV, 2</u>                                                                |                                                                   |
| 1941 July | 560                                    | 13                                 | -                                     | 54                                                                          | 185                                                               |
| Aug.      | 437                                    | -                                  | -                                     | 88                                                                          | 163                                                               |
| Sept.     | 330                                    | -                                  | -                                     | 23                                                                          | 56                                                                |
| Oct.      | 344                                    | -                                  | -                                     | 49                                                                          | 83                                                                |
| Nov.      | 341                                    | -                                  | -                                     | 63                                                                          | 137                                                               |
| Dec.      | 851                                    | 19                                 | 5                                     | 50                                                                          | 145                                                               |
| 1942 Jan. | 858                                    | 2                                  | -                                     | 79                                                                          | 120                                                               |
| Feb.      | 1467                                   | 12                                 | 64                                    | 21                                                                          | 152                                                               |
| March     | 683                                    | 18                                 | -                                     | 128                                                                         | 200                                                               |
| April     | 1150                                   | 38                                 | 70                                    | 72                                                                          | 201                                                               |
| May       | 284                                    | 19                                 | 12                                    | 47                                                                          | 113                                                               |
| June      | 588                                    | 2                                  | -                                     | 28                                                                          | 73                                                                |
| 1941-42   | <u>8163</u>                            | <u>123</u>                         | <u>151</u>                            | <u>702</u>                                                                  | <u>1628</u>                                                       |
| 1938-39   | 4291                                   |                                    |                                       |                                                                             |                                                                   |
| 1939-40   | 6159                                   |                                    |                                       |                                                                             |                                                                   |
| 1940-41   | 10099                                  | 203                                | 302                                   | -                                                                           | 1871                                                              |
| 1941-42   | 8163                                   | 123                                | 151                                   | 702                                                                         | 1628                                                              |

The number of readers and the use of the collection seem to have fallen off somewhat this year. All use of the collections is not included in these figures, as for example, the use made by Mr. Williams of the papers in the Stedman Collection, or of Mr. Kirk of the material in the Kilroe Collection. The intramural loans do mount up. These loans are of a great variety. They include the loan of material to the School of Library Service, to the Photostat Department, to the Reference Department for individuals who cannot work in our department either because of our hours or the nature of the material. We considered material used for exhibition work in South Hall also as intramural loaning. In a few cases, material has been loaned for people with studies in South Hall. It is perhaps of some interest to compare the use of the library last year during the months of December,

January, and February with this year, to note the immediate effect of the war on the use of the collections.

|          | <u>Use in building</u> |                | <u>Registered Readers</u> |                |
|----------|------------------------|----------------|---------------------------|----------------|
|          | <u>1940-41</u>         | <u>1941-42</u> | <u>1940-41</u>            | <u>1941-42</u> |
| December | 1460                   | 851            | 184                       | 145            |
| January  | 1191                   | 858            | 242                       | 120            |
| February | 908                    | 1467           | 170                       | 152            |

The use of the books in the department this last spring has been steady, and in fact above the use last year for the same time. The fall in the use of the collections was completely in the first half of this year which was considerably lower than the use for the year before.

#### STAFF

During the past year, Mr. Howes has been attending a course each term in the School of Library Service for graduate credit. Mr. Adams completed his work in English Literature and received an A.M. degree this June. Mrs. Wright has obtained a leave of absence for three months to be with her family in Seattle. Miss Parr has proved to be a very satisfactory assistant in the Reading Room. Miss Cushing has taken dictation not only for Special Collections but also for Dr. Lehmann-Haupt, Mr. Hamlin, and Mr. Angell. Her work in the office includes not only dictation but also giving information to a great many visitors who come into this building, typing of exhibition labels, special reports and other office work. She keeps, as nearly as possible, a record of the time that she spends on some of these divisions of her work which may be tabulated as follows;

|                                                                                    |            |
|------------------------------------------------------------------------------------|------------|
| Administrative typing and dictation -                                              | 42%        |
| Other work.....                                                                    | 10%        |
| Dr. Lehmann-Haupt.....                                                             | 16%        |
| Mr. Hamlin.....                                                                    | 20%        |
| Mr. Angell.....                                                                    | 5%         |
| Stenographic and typing work for<br>Exhibitions - labels, letters,<br>reports..... | 7%         |
|                                                                                    | <hr/> 100% |

During the year, we have had a number of NYA Assistants who have been of some help. Mrs. Williams worked on sorting the Stedman papers. Unfortunately, she was not able to give it the full time which was allotted to her during the school year. During the month of June, we were able to hire her for full time and she completed the first preliminary arrangement of these papers very satisfactorily. Arthur Goldsweig checked the Harbage Bibliography in the General Catalog to locate all our English dramas before 1700. He managed to complete the checking by June. Unfortunately, we do not appear to be especially strong before 1700. Professor Wells feels that our real strength will be in the 18th Century. Checking for the 18th Century will be much more difficult than it was before 1700 as there is no good bibliography available. The work done by Mr. Goldsweig will now need to be checked and typed on cards. Although he could only work about 33 hours a month, I felt that the result was not completely satisfactory. It was very difficult to control this kind of a job of checking from this end. Professor Wells is especially interested in seeing the work continued for the 18th Century and it might be desirable if NYA work is still available for this coming year to work together with the Reference Department and the Catalog Department on a system for getting a record of our holdings for the century following in The Libraries. Robert Gorlin helped us on

many odd jobs during the year such as book oiling, bookplating etc. It was really very helpful to get this type of work done. On the whole, they are useful, he did good work when carefully supervised. Although NYA workers are not completely satisfactory, their work during the past year has been very helpful.

#### SURVEYS

During the year a survey was made of the resource materials of our collections. This survey was also made for all the collections of The Libraries through the cooperation of faculty members as well as members of the library staff. A complete report was submitted to Mr. Robert B. Downs to be incorporated in his survey of the resources of the Metropolitan area. Copies were made so that there is a typewritten copy of this survey in the Library Office, at the Reference Desk, one in the Acquisition Department with Mr. Wayne Kalenich, as well as the original copy in Special Collections. The survey covers the most valuable collections for research in The Libraries and forms the basis, perhaps, for a more detailed study of our holdings in general which would be of help and interest to the University community. These reports where now located can be added to and corrected as they are used since they are in loose leaf notebook form.

A survey was made of our holdings of Short Title Catalog imprints for Mr. Bishop. Nearly 1200 English imprints before 1641 were located, as well as some 48 variants and new titles not as yet located. It would be interesting to publish these additions separately, in connection with an exhibition of our holdings of English imprints before 1641.

THE WAR AND SAFETY OF COLLECTIONS

Early in the year a general survey was made of Special Collections in order to evaluate and segregate material of special value which might need care during the war period. A first choice of material was made and actually segregated in the inner vault room. The records were made so this small group of books would have the best immediate protection here in this building and would be quickly available for evacuation if necessary. There are, of course, many other rare items throughout Special Collections. Second and third choices were made but in many cases they were just arbitrary decisions and no records or segregations of material were made. I am sure there is still very valuable material on every floor in the department which should have better care, or be more quickly available for transfer. The ground floor would seem to be the better area for safe storage than either the second or third floors. Considerable moving would have to be done before any more systematic transfer of books to the ground floor could be made. All of the original Seligman Library published before 1640 and a few other items are in the inner vault. A great many valuable items especially those which came from the estate are still in the balcony on the third floor. It might be desirable to find a safer place for these in South Hall or some place on the campus. We have some idea of the problems which a bombing of New York might cause us, but as yet we have actually done little shifting or changing of records. We can only hope that it will not be necessary for some months to come. From reports in other departments a preliminary estimate of the bulk of material which might need to be evacuated was made.

The coming year will undoubtedly see many changes which would be difficult to anticipate. Most of the collections are in good order. The staff will not change probably for a few months. It may be possible to cut down some of the exhibition work by having fewer and longer shows. If necessary, some of the service in the Reading Room could be concentrated for the duration by having shorter opening hours. Such curtailments could be made for Special Collections if demanded.

Respectfully submitted,

Charles M. Adams

CMA:AQC

SPECIAL COLLECTIONS Details, 1940-1941  
for the year ending July 1, 1941

|                              | No. of titles for which<br>cards were received<br>and filed | No. of titles within<br>for cards | No. of titles at<br>close, important |
|------------------------------|-------------------------------------------------------------|-----------------------------------|--------------------------------------|
| Book arts .....              |                                                             | 85                                | 68                                   |
| 117 .....                    | 51                                                          | 73                                | 125                                  |
| 118 - 119.34 .....           | 71                                                          | 11                                | 125                                  |
| Exposition .....             | 136                                                         | 35                                | 45                                   |
| F .....                      | 1876                                                        | 118                               | 17                                   |
| Bridges .....                |                                                             | 77                                | 3                                    |
| Garden .....                 | 1                                                           | 5                                 | 2                                    |
| Leaves .....                 | 108                                                         | 5                                 | 1                                    |
| Plant .....                  | 76                                                          | 18                                | 1                                    |
| Section picture .....        | 118                                                         | 9                                 | 1                                    |
| U T U .....                  | 145                                                         | 5                                 | 5                                    |
| Stamps .....                 | 5                                                           | 10                                | 2                                    |
| Vitae records .....          | 68                                                          | 5                                 | 1                                    |
| Vitae cards, rep. S .....    | 1                                                           | 5                                 | 5                                    |
| Vitae photograph books ..... | 115                                                         | 2                                 | 5                                    |
| MP .....                     | 1                                                           | 1                                 | 3                                    |
| N .....                      | 1                                                           | 7                                 | 5                                    |
| X .....                      | 4                                                           | 4                                 | 1                                    |
| Literary journals .....      | 85                                                          | 11                                | 60                                   |
| <b>TOTAL</b> .....           | <b>1946</b>                                                 | <b>8</b>                          | <b>145</b>                           |

Report on Seligman Cataloging  
June 15, 1942

Since June 25, 1941, 394 volumes have been cataloged. Actual title entries would be considerably higher, but as I did not count title entries last June I cannot compare the numbers.

(743 actual volumes)

There are now 900 titles (cataloged, not counting 370 serials (actually 495 volumes of serials) which were done before June, 1941, for Union List.

Since March 30, 1942 I have cataloged 215 titles, and have perhaps 50 more books nearly completed. Class A (General English) is nearly finished to 1700, with the exception of the books now shelved with Seligman estate. Classes C-K in the Seligman estate are cataloged to 1700. Class C and class D (Columbia property) are finished thru 1700, and part of classes H and J.

Mimeographed cards have been received for 57 titles, and these are filed in the Reading Room in dictionary arrangement, in a new drawer. The carbon slips have been left in the old Seligman catalog, and are stamped in upper right hand corner: Rec'd (date)

There is a section of cataloged folios begun, and shelved on the balcony in 304, but the folios in all classes are for the most part still uncataloged.

When I come back to work in the fall, I think we should decide what classification to use for the books after 1800, and work out some plan for expediting both the mimeographing and the cataloging. I would rather make my suggestions in September. While I have accomplished more since March 30, 1942, because I have not had to spend much time in the Reading Room, still I feel disappointed that I have not been able to do more than 900 titles since I came here 2 1/2 years ago.

M. Wright

June 15, 1942

The actual number of physical volumes which have been cataloged in the Seligman Library from June 25, 1941 to June 15, 1942 are:

|       |     |
|-------|-----|
| Books | 394 |
|-------|-----|

No additional serials have been cataloged, as they were practically all done last year, for the Union List.

COLUMBIA UNIVERSITY LIBRARIES  
Special Acquisition Record

Date received December 1, 1940

This report prepared by Charles M. Adams

SOURCE:

|                                   |                                        |       |
|-----------------------------------|----------------------------------------|-------|
| Purchase from                     | Order No.                              | Cost  |
| Gift of (Name & address of donor) | <u>Spanish Refugee Relief Campaign</u> | Value |
| Acknowledged 1 2 3 4              | Date <u>342 Madison Avenue</u>         |       |
| Exchange from                     | <u>Norman F. Riesing Exch. Inc.</u>    | Value |
| Acknowledged (date)               |                                        |       |
| Other source                      |                                        |       |

DESCRIPTION (to be prepared as soon as possible after receipt by most competent authority on subject available for purpose - donor, member of library staff, or person recommending acquisition. To be used in report to Trustees, Director's report, publicity, etc.)

For single works give full cataloging entry, subject, significance to scholars, probable use in this library.

For collection state number of books, bound, unbound, pamphlets, unbound serials, etc. Mention items of special importance, subject or subjects covered. Extent of duplication of Library's holdings, significance to scholars, etc.

The records of the Medical Bureau to Aid Spanish  
Democracy, the North American Committee to Aid  
Spanish Democracy, the Medical Bureau and North  
American Committee to Aid Spanish Democracy have  
been presented to the Columbia University Libraries by the  
Spanish Refugee Relief Campaign - the successor to these  
bodies. These ~~files~~ records cover every phase of the work  
of these organizations beginning in the fall of 1936 and  
continuing to the end of the Spanish War. They constitute  
a record of the relations of the United States to the war as well as  
certain aspects of the war itself.

The material is stored in vertical file cabinets and in storage files and cartons. The files have not yet been organized or carefully checked as to contents, but the most obvious.

SPANISH REFUGEE RELIEF CAMPAIGN  
342 Madison Ave. New York City

Vanderbilt 6-2877

C O P Y

Nov. 18, 1941

The Librarian  
Columbia University Library  
Morningside Heights  
New York City

Dear Sir,

This organization must within a few days dispose of the complete records of the following organizations: The Medical Bureau to Aid Spanish Democracy, the North American Committee to Aid Spanish Democracy, the Medical Bureau and North American Committee to Aid Spanish Democracy. The files cover every phase of the work of these organizations, beginning in the fall of 1936 and continuing to the end of the Spanish War. They constitute an invaluable record for research in the Spanish War and in the relation of the United States to the war.

The Executive Board of the Spanish Refugee Relief Campaign, successor to the above organizations, authorizes me to offer them to the Library of Columbia. If you are interested, will you be good enough at your earliest opportunity to telephone Mr. Harold Oram, Emergency Rescue Committee, 122 E. 42nd Street, New York. (Mu. 3-4590) Mr. Oram will make an appointment for a representative of the Library to inspect the records and to make arrangements for their transportation.

Sincerely yours,

(Signed) Herman F. Reissig  
Executive Secretary

Columbia University  
in the City of New York

THE LIBRARIES

June 25, 1942

To Heads of Departments:

This is the annual reminder, which few of you will need, that your annual report for the year ending June 30, 1942, is desired as soon as practicable. The core of department reports should consist of a summary of the monthly statistical reports, a brief list of the exhibitions prepared, and the important acquisitions by gift or purchase not already reported on form R11. For the permanent record it is useful to have a list of the professional activities of various members of the staff, including courses of study pursued and degrees earned.

In addition to these features which are common to all or nearly all departments, it is assumed that each department will include matters of special interest that should go into the permanent archives or that may be suitable for mention in the annual report of the Director of Libraries to the President.

As usual, it is expected that all reports will be typed double space, with ample binding margin, on crown bond paper, pages numbered in the upper right hand corner of each sheet, including appendices, and sent to the office unstapled. The first page should contain nothing but the name of the department and the period covered.

Sincerely,

*Williamson*  
Director of Libraries

*Handwritten notes:*  
Harris  
Attending  
S. L. S.  
Domestic  
9/1/42

To the Director of Libraries:

Sir:

As curator of the Plimpton, Smith and Dale Libraries I have the honor to present the following report for the academic year ending June 30, 1942.

The effort being made to have these collections represented in the general catalog of the University resulted in the cataloging of 908 titles (988 volumes) - an increase of about one-third over the figures for the preceding year. Representation in the public catalog is reflected in the increased use of the books for individual titles, although our most important service continues to go to scholars who are working in a particular field and wish to see all that we have in their field of interest.

MS. 47  
MS. 3  
For the Western manuscripts, Mr. Ives completed the collation and cataloging of the great codex, Augustine's De Civitate Dei, a fifteenth century manuscript which was one of the sources of the important seventeenth century Benedictine edition of Augustine. Work was begun on what is apparently the only Greek codex of Homer in this country. Although produced in the latter part of the fifteenth century the text exhibits readings found only in the ancient Homeric scholia - an unusual fact in a manuscript of this late date. Work was

MS. 17

also commenced on a manuscript of Aristotle's Nicomachean Ethics in the Latin translation made by Grosseteste. Collation with the printed Latin text and with the original Greek revealed many cases of closer affinity to the latter, showing that the codex was probably corrected from Greek exemplars. There is evidence for considering that the manuscript once belonged to the famous humanist, Hermolao Barbaro, with his notes and corrections from the original Greek.

In addition to the formal cataloging of books and manuscripts some five hundred analytical entries <sup>from?</sup> for the journal Isis were made for our own catalog. Lack of bibliographical tools in this building, combined with the highly specialized nature of our collections, necessitates such analytical treatment if effective reference service is to be done. It is planned to analyze one important set each year for important articles relating to fields covered in these collections. As many such articles describe books we have, the information will be valuable for cataloging purposes as well as reference service.

As a collection is cataloged, books needing repair or rebinding are prepared for the Bindery Department; consequently the books are improving in appearance as they are made more available for use. In considering the physical condition of the collection it is to be regretted that due to the lack of any sort of clerical or sub-professional assistance the books are not receiving the proper care as regards oiling of bindings.

For two years the staff has not included any sub-professional helpers which results either in postponement of some tasks or in having professional assistants do the work that cannot be delayed - an expensive and inefficient procedure. It is strongly urged that part time help of sub-professional standing be provided as a permanent part of the personnel of this department.

The exhibition which is being used for the "duration" presents a very good cross-section of the subjects and materials of the collections. It apparently interests the small but steady flow of visitors and is especially useful for the courses in Book Arts. Small sections of the exhibit are changed or enlarged for special groups if the instructor in charge takes the trouble to come in and make arrangements for the visit before bringing the class. It is indeed gratifying to report that at long last the members of the Columbia faculty are beginning to realize the scope and wealth of these collections. In addition to classes from the School of Library Service (which are a regular annual affair) groups from Barnard, Horace Mann and the graduate schools in the University were welcomed this year. Perhaps the most enthusiastic classes were two English literature seminars for which we combined resources with the Book Arts Department. As one group usually helps bring another it is to be hoped that more members of the University faculty will make use of the collections.

Since our most important acquisitions in the past have been obtained from foreign book dealers it will at once be recognized

that we probably cannot expect to acquire anything highly desirable until trade with foreign dealers is resumed.

The January issue of Speculum carried an article by Mr. Ives which listed corrections and additions to the description of the Plimpton manuscripts as recorded in the De Ricci Census of Medieval and Renaissance Manuscripts (vol. 2, 1937). The article has been favorably commented upon by various scholars and has brought gratifying attention to the manuscripts.

The Library received the sum of fifty dollars from the Journal of Calendar Reform for an article about its material on the calendar. It was surprising to discover the amount of valuable material obtainable on a subject which was of secondary interest only to the men who formed the collections.

Opportunity is repeatedly offered to the members of this staff to contribute articles on various topics well represented in our collections. It is to be hoped that at least one or two productions a year can emanate from this department.

STAFF. Miss Schild pursued studies which will prove useful in her daily work - a course in Latin paleography with Professor Lehmann-Haupt and Professor Lowe and the study of ancient Greek under Mr. Ives' tutelage (after hours).

Mr. Ives has assumed the editorship of a periodical, Rare Books, which is in the nature of a catalog from the establishment of H. P. Kraus, a bookdealer. He also collaborated with Professor Lehmann-Haupt in the publication of a book entitled

An English Thirteenth Century Bestiary. This is a description of an unusual manuscript in the possession of Mr. Kraus. Mr. Ives has passed another of the qualifying examinations leading towards the Ph.D. degree and has made progress in the drafting of his dissertation.

As usual, half the curator's time (afternoons) was devoted to teaching courses in cataloging in the School of Library Service.

As regards "war activities," all members of the staff have allocated a part of each month's salary to the purchase of war bonds. Also each has contributed to the library fund for buying wool to make socks. Miss Schild has completed both the standard and advanced first aid courses and worked for the Victory Book Campaign and on the sugar rationing cards. The curator has done considerable knitting.

Respectfully submitted,

July 30, 1942

Curator